

# Reclamation Manual

Directives and Standards

## ***TEMPORARY RELEASE***

*(Expires 06/15/2007)*

**Subject:** Managing the Reclamation Manual

**Purpose:** Establishes details for managing the Reclamation Manual as the directives management system for Reclamation and prescribes a uniform issuance system for Reclamation Manual Releases. The benefits of this Directive and Standard are improved communications and transparency both internally and externally.

**Authority:** 381 DM 1, *Directives Management*, and 2000 DM 1, *Delegation of Authority*

**Approving Official:** Director, Office of Program and Policy Services

**Contact:** Director, Office of Program and Policy Services, 84-50000

1. **Reclamation Directives System.** Reclamation's directives system is the Reclamation Manual (RM). For a description of the RM, see Temporary Reclamation Manual Release (TRMR) Policy, *Mandatory Reclamation-wide Requirements and the Directives System (the Reclamation Manual)*, RCD TRMR-14.
2. **Definitions and Responsibilities.** Definitions and responsibilities related to managing the RM are located in Paragraphs 2 and 3 respectively of TRMR Policy, RCD TRMR-14.
3. **Reclamation Manual Components.** The RM consists of a set of RM releases that establish requirements, define Reclamation's delegations of authority, assign program responsibility, and establish and document required methods of doing business. Higher-level directives (e.g., laws, parts of the Departmental Manual (DM)) are referenced, but not restated in the RM. The RM is divided into four categories of RM releases:
  - A. **Delegations of Authority.** Delegations of Authority comprise Reclamation-wide redelegations of the authorities delegated to the Commissioner in Parts 205, 207, and 255 of the DM. Each redelegation of the Commissioner's authority will reference the original DM delegation of authority to the Commissioner. All delegations of the Commissioner's authority must be included in this component of the RM and are signed by the Commissioner. Any further redelegation of authority, when permitted by the Commissioner, will be in writing and retained in the official files of the redelegating office.
  - B. **Policy.** Policy reflects leadership philosophy and principles of Reclamation's Commissioner; establishes direction and broad goals and objectives for Reclamation's mission, programs, and support activities; and defines the general framework in which

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mission accomplishment will occur. Policy is structured to encourage line managers to use efficiency and innovation to accomplish the intent of the Policy in a manner with the most utility within the local setting. The Commissioner approves all Policy. The Commissioner's authority may be redelegated in accordance with the DM.

- C. **Directives and Standards.** Directives and Standards (D&S) contain the minimum scope and level of detail necessary to ensure consistent application of requirements. These mandatory D&S contain the flexibility necessary to allow use of innovative techniques or approaches while meeting the requirements of the D&S. Cross references to related RM releases should be included. D&S are signed by the Senior Executive responsible for the subject program or function as delegated by the Commissioner.
  - D. **Temporary Reclamation Manual Releases.** TRMRs are issued in special situations to accelerate deployment of Delegations of Authority, Policy, and D&S, or in advance of their permanent incorporation into the RM, or to announce temporary changes in requirements. TRMRs are dated to expire 1 year after issuance and must be converted to an RM release within that time period or be sunset. Requirements for final approval of a TRMR will be identical to those for permanent releases. TRMRs have the full force of permanent Delegations of Authority, Policy, and D&S (Paragraphs 3.A., 3.B., and 3.C.).
4. **Availability.** The current RM is available on the Internet at <http://www.usbr.gov/recman>.
  5. **Preparation.** The Senior Executive responsible for the function will:
    - A. Initiate and write RM releases in plain language.
    - B. Ensure that RM releases conform to the standards and format prescribed for the RM.
    - C. Ensure the RM release does not contradict, conflict with, or unnecessarily duplicate any other RM release.
    - D. Present the RM release clearly, accurately, and concisely, but with sufficient information for the implementing users' specific circumstances.
    - E. Provide the Office of Program and Policy Services (OPPS) the information necessary to compile and maintain a list of current Reclamation-wide RM releases, and otherwise manage the RM.

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### **6. Review, Clearance, and Approval.**

**A. Originating Office.** The Senior Executive preparing the draft RM release will:

- (1) Provide adequate coordination with all offices in Reclamation that may be affected by a particular RM release, and consult with interested offices during the drafting stages to expedite approval of the final product.
- (2) Identify any RM releases that are superseded by a new release.
- (3) Obtain the necessary reviews and signed clearance forms.
- (4) Distribute the final draft RM release to, at a minimum, all Senior Executives for review and comment. To facilitate review and comment, a copy should also be provided to the Area Managers.
- (5) Coordinate disposition of comments received and make appropriate revisions to the RM release. If a comment cannot be resolved between the Senior Executive member and the commenter, the appropriate Deputy Commissioner(s) will become involved in resolution. If comments cannot be resolved by the appropriate Deputy Commissioner(s), the Commissioner will resolve the comment.
- (6) Transmit the RM release for appropriate surnaming (Form No. [7-2522C](#)) and approval signature (Form No. [7-2522B](#)).
- (7) Submit a final signed and approved version of the RM release and appropriate signed clearance forms along with the final Word file to OPPS.

**B. Reviewing Offices.** Reviewing offices will:

- (1) Provide substantive comments in their organizational and functional area.
- (2) Provide comments by the established deadline date or request an extended comment period. If the originating office does not receive a response by the established deadline date, concurrence will be implied.
- (3) Consolidate and submit all comments associated with draft Delegations of Authority, Policy, D&S, and TRMRs under the signature of the Senior Executive.

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### **C. Office of Program and Policy Services. OPPS will:**

- (1) Serve as Reclamation's consultant in all matters related to managing the RM including: communicating RM-related activities inside and outside of the organization to create an appropriately transparent RM process; providing training and guidance on the RM process and on writing RM releases; advising managers in the development of RM releases; and responding to questions concerning the RM process.
- (2) Manage the RM records which consists of controlling RM releases; providing annual checklists of current releases; maintaining the official record file for all RM Delegations of Authority, Policy, D&S, and TRMRs in hard copy; and ensuring the current RM documents are readily available on the Internet.
- (3) Finalize all RM releases which includes producing final RM releases from Word files supplied by the originating office; assigning the RM release numbers and issue date (which is the date the RM release is signed by the approving official); forwarding RM releases for reproduction and distribution; and providing a quarterly Distribution A of RM activity.

### **7. Revisions to Reclamation Manual Releases within the Reclamation Manual.**

- A. A review of each RM release at least every 5 years will be coordinated by OPPS to ensure the RM release is current and the requirements respond to the needs of Reclamation and our customers, partners, stakeholders, etc.
- B. Substantive revisions, as determined by the Senior Executive assigned responsibility for the function, will be made by following the procedures in Paragraphs 5 and 6. Editorial revisions may be authorized by the Senior Executive assigned responsibility for the function, and the RM release will be reissued by OPPS with a notation of minor change.
- C. Rescinding an RM release will be accomplished using the Reclamation Manual Transmittal Sheet, Form No. [7-2522B](#).

### **8. Categories and Numbering of the Directives System.**

- A. **Categories.** The components of the RM discussed in Paragraph 3 are separated into Program and Administrative series. Each category is divided into a subject area series that is identified by a three-letter code:

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### (1) **Program Series.**

CMP	Comprehensive
ENV	Environmental Management
FAC	Project Planning and Facility Operations, Maintenance, and Rehabilitation
LND	Land Management and Development
LON	Loans, Grants, Rehabilitation and Betterment, and Distribution
NIA	National and International Affairs
PEC	Program Economics, Revenues, and Contracts
RES	Research, Testing, and Technical
SLE	Security and Law Enforcement
WTR	Water Management and Development

### (2) **Administrative Series.**

ACM	Acquisition and Financial Assistance Management
ADM	Administrative Management
BGT	Budget Management
FIN	Financial Management
HRM	Human Resources Management
IRM	Information Resources Management
PRM	Property Management
RCD	Records Management
SAF	Safety Management

## **B. Reclamation Manual Release Identification System.**

- (1) **Delegations of Authority.** There is only one RM release within the Delegations of Authority component; however, within the Delegations of Authority release, each series is identified, and the corresponding delegations are listed within each series.
- (2) **Policy.** Each Policy is designated by the series code followed by a “P” suffix and a two-digit number that indicates the sequential order in which the Policy was issued. For example, ENV P05 would represent the following:

*ENV is the Series, Environmental Management*  
*P indicates this is a policy*  
*05 is the policy number assigned to this policy*

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- (3) **Directives and Standards.** Each D&S is designated by a series code followed by the Part and Chapter numbers which are separated by a dash. If a D&S is associated with a specific Policy, the D&S will generally have the same Part number as the Policy. For example, RCD 03-01 represents the following:

*RCD is the Series, Records Management*

*03 is the Part and Policy-level identifier- related to RCD P03 in this example*

*01 is the Chapter and unique D&S identifier*

- (4) **Temporary Reclamation Manual Releases.** Each TRMR is designated by the series code followed by TRMR-XX (the sequence order in which the TRMR was issued).
9. **Discretionary Guidance.** These products, when issued by Reclamation, are typically detailed “how to” documents, handbooks, manuals, and other instructional materials dealing with procedures, processes, and methodologies which support programmatic, technical, and administrative activities. Discretionary guidance is not part of the RM; their content does not establish requirements. Discretionary guidance must clearly state it does not contain requirements. The issuing office is solely responsible for the content, compilation, format, printing, distribution, and disposition of discretionary guidance. All discretionary guidance will specifically reference applicable RM Policy and/or D&S, and the issuing office is responsible for verifying that, by following the guidance, a user is in compliance with RM requirements.